



BENCHMARK VISA SERVICES

Vanuatu Visa Checklist

- Visa Application Form
 - Complete and signed Vanuatu visa application form. This can typically be obtained from the official website of the Vanuatu Immigration Department or the embassy/consulate where you are applying.
- Passport
 - Valid passport with at least six months validity beyond the intended stay in Vanuatu.
 - At least two blank pages for visa stamps.
 - Copies of previous visas (if applicable).
- Passport Photos
 - Two recent passport-sized color photos (usually 4cm x 6cm) with a white background.
- Flight Itinerary
 - Round-trip flight reservations or detailed travel itinerary showing entry and exit dates from Vanuatu.
- Proof of Accommodation
 - Hotel reservations or accommodation details for the duration of your stay in Vanuatu.
- Financial Means
 - Bank statements for the last three to six months showing sufficient funds to cover your stay in Vanuatu.
 - Proof of income (employment letter, pay slips) or other financial documents.
 - If sponsored, provide a sponsorship letter, sponsor's ID/passport copy, and financial documents.
- Travel Health Insurance
 - Comprehensive travel medical insurance covering medical emergencies, hospitalization, and repatriation.

Benchmark Incentive and Leisure Travels Pvt. Ltd.

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Additional Documents:

2. Travel Itinerary

- Detailed travel plans in Vanuatu, including places to visit, dates of stay, and planned activities.
- Letter of Invitation
 - An invitation letter from the host company or organization in Vanuatu. The letter should include:
 - Details of the applicant's job position and purpose of the visit.
 - Duration of stay and accommodation arrangements.
 - Guarantee of financial responsibility for the applicant's stay in Vanuatu.
- Business Documents
 - Copies of business registration documents of the applicant's company.
 - Proof of business activities and business relationships with Vanuatu entities (contracts, agreements, etc.).
- Flight Itinerary
 - Round-trip flight reservations or detailed travel itinerary showing entry and exit dates from Vanuatu.
- Proof of Accommodation
 - Hotel reservations or a letter from the inviting company in Vanuatu confirming accommodation arrangements for the duration of the stay.